

## Application and Rules of Use for Archival Materials

1. All material must be used in the Research Room.
2. The use of ink pens for note taking is prohibited. No marks or erasures are to be made on the documents. No food or drink is allowed in the Research Room. Cotton gloves will be provided for wearing when contact with the archives is required for research. Researchers must exercise all due care while handling fragile documents and must maintain the internal order of the files.
3. Backpacks, briefcases, pocketbooks, etc., will be stored in a secure location separate from the Research Room.
4. Access to the Archives is limited to appointment only.
5. The researcher is advised that the museum does not necessarily hold the literary rights to the material in its collection and that it is the researcher's responsibility to secure those rights when needed.
6. Requests for photocopies of material will be directed to the archivist or museum staff. All photocopies are made solely for the convenience of the researcher and remain the property of the archives.
7. The researcher agrees to abide by any and all restrictions imposed on individual collections by the donor, depositor, or the museum.
8. Credit for use of the material in any publication will be the following citation:  
U.S. Army Women's Museum, Fort Lee, VA

I have read, understand, and express my intention to comply with the restrictions set forth above, and request permission to examine the material described below for the purposes stated.

Name (*print*): \_\_\_\_\_

Institution/department: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Collection/Research Topic: \_\_\_\_\_

Purpose of Research: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_